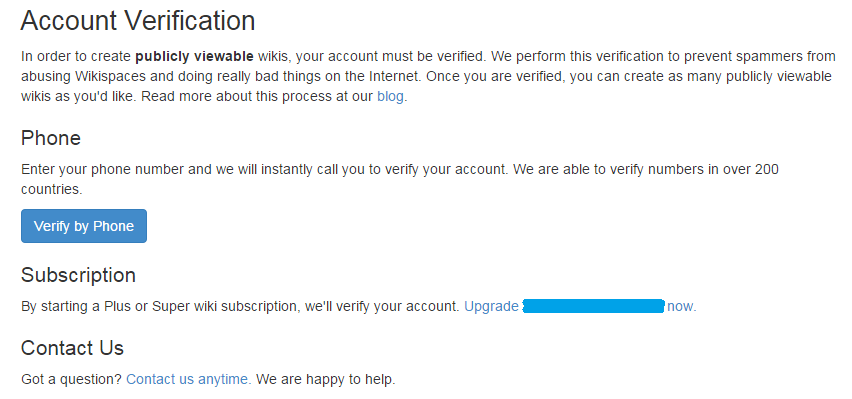
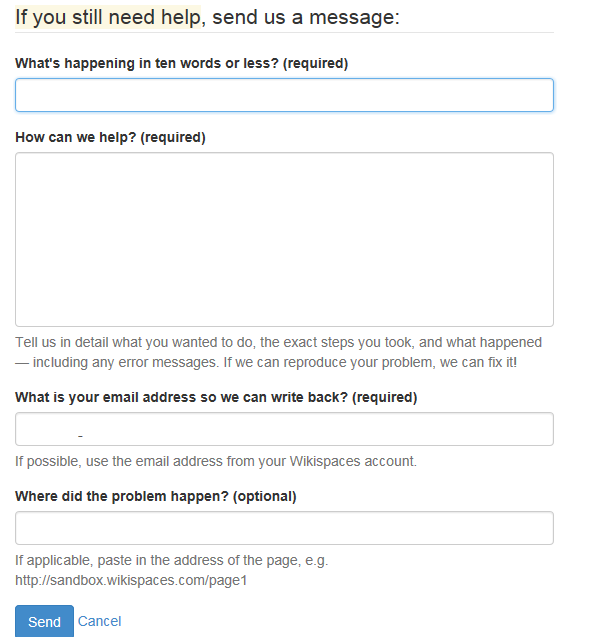
**How to Verify Your Wikispace and Change Permissions**

Once you have created a Wikispace for the class, **you will need to take steps to verify it**. Once your wikispace is verified, you can **change the permissions** for your wiki*. If you do not take these steps, your teacher cannot see your wikispace, and anything posted there as an assignment will not be able to be marked.*

**How to Verify your Wikispace:**

****

1. You will need to verify by phone:  
    - log into your Wikispaces account and click on your wiki from the dashboard  
    - click on the Settings link (sometimes at the top of the page, sometimes on the side)  
    - click on Permissions – you will likely see it set to `Private`, and there will be a link somewhere at the top of that page that says `Verify your account`. This link will take you to a page you can use to verify by phone. **You need to use a phone that is currently with you, as you will be getting the call within a minute and if you miss it, you are stuck without the verification code!**   
    - enter your complete phone number **(1+area code+phone number)** and click the OK or Verify button. You will be taken to a page where you enter a 4-digit code that you will receive by phone call. The phone call is an automated call from California. Once you`ve entered the 4-digit code, you can hang up.   
    - your account should now be verified and you can change permissions
2. If for some reason you cannot verify by phone or you have tried to verify by phone and no call came through or you missed it, you can use the `Contact Us` option. Click the `Contact us anytime` link and the following page will come up:

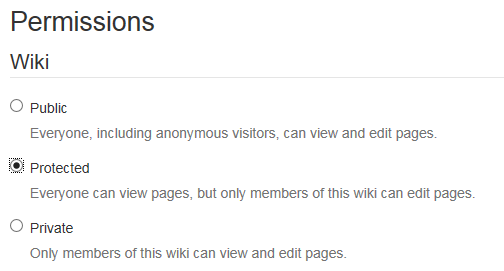
****

**In 10 words or less:** I cannot verify my account by phone

**How can we help?:** I have tried to verify my account by phone and it will not work because [I missed my verification code OR I keep getting an error message]. Can you please verify my account for me so I can change the permissions? Thank you!

**Your email address:** has to be the one you used to create the wiki, and will likely already be filled in.

Then click Send! You will have to wait for the Wikispaces site to address the problem, and they will email you when the account has been verified. Then you will then need to log in and change the permissions.

**Changing Your Permissions**

Once your account has been verified, you will have more options for Permissions for your wikispace.

You will need to set the permissions to **Protected**. Then click Update to save it.